



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**COURT OPERATIONS MANAGER**

Examination No. 07-033

- SALARY RANGE:** \$56,846.40 to \$125,361.60 annually; effective June 22, 2007. **NOTE:** The salary upon appointment will be based on the candidate's background and experience. As an Executive Management position, compensation is performance-based and goal-driven.
- FILING DEADLINE:** Applications will be accepted until 5:00 p.m. on **Tuesday, July 3, 2007.**
- POSITION DESCRIPTION:** The Court anticipates filling one position in the Criminal Division at South County in the very near future. In addition, the eligibility list resulting from this recruitment will be used to fill subsequent vacancies. The Court Operations Manager will be responsible for directing legal clerical staff at one of four regional branch courts.
- JOB SUMMARY:** Court Operations Managers plan, organize, direct and control, through subordinate supervisors, the activities of a work section, the processing of case filings and the maintenance of records; plan, direct and coordinate the section work plan, and review details of the plan with staff; prioritize workload to meet expectations; review and evaluate work methods and procedures and recommend changes; develop standards against which to evaluate performance and level of service; determine and coordinate the utilization of resources and the training of personnel to meet changing needs based on caseload requirements, court policy, judicial directives and legislative mandates; prepare or direct the preparation of memos, letters, reports, administrative directives and procedural manuals; compile workload, activities or other statistical reports; assist in budget preparation and administration; review and analyze legislative changes, and recommend and implement changes; hear, respond to and resolve staff problems and concerns; hire, supervise, train, evaluate and schedule work assignments of subordinates; complete and present performance evaluations; review and track progress on performance improvement action plans; recommend and implement authorized disciplinary actions; and handle sensitive personnel and public contact situations. **Note: Candidates who applied under Exam #07-021 do not need to re-apply under this examination number.**
- REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree in public, business or criminal justice administration, or related field; **AND** one year experience as a Court Operations Supervisor (experience as a Court Services Clerk IV or Deputy Clerk V is considered as equivalent); **or**, three years of full-time supervisory experience or senior level professional administrative experience preferably in a court environment. The supervisory experience must include performing the full scope of supervisory duties. Management experience will be required for higher positions within the class. **SUBSTITUTION:** A Master's degree in public, business or criminal justice administration may substitute for one year of the three years of experience cited above. Additional supervisory or senior level professional administrative experience may substitute for the educational requirement on a year for year basis.
- EVALUATION AND SELECTION FACTORS:** Factors which may be evaluated in the selection process include knowledge of management and supervisory principles and practices; court organization, documents and case processing; and principles of budget preparation and administration. Other factors which may be evaluated include the skills and ability to assign, supervise and evaluate employees through subordinate supervisors; analyze and resolve problems; establish and maintain effective working relationships with all levels of court staff, elective and appointive bodies, and members of the general public; and work under the pressure of time constraints, conflicting demands and emergency situations. Candidates need to possess strong interpersonal and communication skills.
- SELECTION PROCESS:** Applicants who meet the minimum requirements of the position will be invited to an oral interview. The eligibility list will be established based on scores received in the interview process.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court employment application, background investigation form, and pre-employment disclosure statement. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, P. O. Box 122724, San Diego, CA 92112-2724; or through County mail to Mail Stop C-44.



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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The recorded telephone number to request an application and the 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at: [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov) then click on the right hand side. The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete and signed, and include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are limited to one application and may not reapply under the same examination number.

**Series Statement:** Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

**Eligible Lists:** After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** Rate of compensation is dependent upon education, background and experience.

**Vacation:** New employees accrue vacation at a rate of seventeen (17) days per year for the first five years of service, twenty-three (23) days for service between five and fifteen years; and twenty-five (25) days thereafter.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** Absences due to illness or medical appointments are accounted for in increments of eight (8) hours.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan, which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Executive management positions serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT  
ATTN.: Personnel Division  
POST OFFICE BOX 122724  
SAN DIEGO, CA 92112-2724

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